

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Codification Reference:
10 AR
Chapt. 2
Sect. 2
No. 1

OFFICE OF THE INSPECTOR GENERAL

January 17, 1963

INSPECTOR GENERAL MEMORANDUM NO. 1

Inspector General's Issuance System

1. Purpose. This memorandum establishes the official issuance system of the Office of Inspector General for disseminating material on the subjects of audit and investigation to all staff offices and agencies.
2. Issuances. Issuances of the Office of Inspector General will include:
 - a. Title 10 of the Administrative Regulations for permanent policy standards, procedures, and instructions having Department-wide application.
 - b. Inspector General's numbered memorandums for temporary policy, standards, procedures, and instructions having Department-wide application or pending codification in the Administrative Regulations.
 - c. Inspector General's un-numbered memorandums for routine informational material, requests for information, etc. having Department-wide application.
 - d. Professional and technical performance guides having Department-wide interest.
3. Subject Classification. All of the above media, in addition to any serial number assigned, will carry codification reference to the related

2

Expiration: December 31, 1963 or automatically upon codification in the Administrative Regulations

January 11, 1933

Mr. [Name]

Mr. [Name]

Inspector General's Report

I. [Section Header]

At the office of Inspector General [Name] for [Location] on [Date]

subject of [Topic] and investigation of all other matters and agencies.

II. [Section Header]

At the office of the Administrative Department for [Location] on [Date]

subject of [Topic] and investigation of all other matters and agencies.

III. [Section Header]

At the office of the Administrative Department for [Location] on [Date]

subject of [Topic] and investigation of all other matters and agencies.

IV. [Section Header]

At the office of the Administrative Department for [Location] on [Date]

subject of [Topic] and investigation of all other matters and agencies.

V. [Section Header]

At the office of the Administrative Department for [Location] on [Date]

subject of [Topic] and investigation of all other matters and agencies.

VI. [Section Header]

At the office of the Administrative Department for [Location] on [Date]

subject of [Topic] and investigation of all other matters and agencies.

VII. [Section Header]

At the office of the Administrative Department for [Location] on [Date]

subject of [Topic] and investigation of all other matters and agencies.

subject matter in the Administrative Regulations. This classification will be made possible by the publication of a complete table of contents for 10 AR setting forth, in permanently numbered and titled chapters and sections, the subject areas for all future issuances.

4. Distribution. To facilitate distribution of Inspector General's publications, each agency is requested to advise this office in writing no later than January 25, 1963, Attn: Chief, Review and Appraisal Division, of the number of copies required for distribution to agency heads and staff.

Each agency should utilize its present issuance liaison officer for contact on matters relating to distribution of Inspector General publications. All Inspector General publications will be sent to that officer, or his designee, for further distribution within each agency.

5. Internal Issuance System. A separate internal system of staff issuances will be established to provide guidance to employees of the Office of Inspector General.

6. Codification. Pertinent provisions of this memorandum will be codified in Title 10 of the Administrative Regulations.

Questions concerning this memorandum should be addressed to the Chief, Review and Appraisal Division, Telephone number 5931.

Lester G. Condon

subject matter to the Administrative Regulations. This classification

will be made possible by the publication of a complete table of

contents for 10 AS setting forth, in permanently numbered and titled

chapters and sections, the subject areas for all future issuances.

4. Classification. To facilitate distribution of Inspector General's

publications, each agency is requested to advise this office in

writing no later than January 31, 1953, Agent, Chief, Review and

Appraisal Division, of the number of copies required for distribution

to agency heads and staff.

Each agency should utilize its present issuance liaison officer for

contact on matters relating to distribution of Inspector General

publications. All Inspector General publications will be sent to

that officer, or his designee, for further distribution within each

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5. Internal Issuance System. A separate internal system of stock

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the Office of Inspector General.

6. Codification. Pertinent provisions of this memorandum will be

codified in Title 10 of the Administrative Regulations.

Questions concerning this memorandum should be addressed to the Chief,

Review and Appraisal Division, Telephone number 3931.

For Chief

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Codification
Reference:
10 AR
Chapt. 1
Sec. 2

Office of the Inspector General

February 4, 1963

Inspector General Memorandum No. 2

Organization Titles

1. Purpose. This memorandum sets forth the revised titles for the organizational elements, and persons heading them, transferred to the Office of the Inspector General by Secretary's Memorandum No. 1524.

2. Titles. The following titles will be used in communicating with the respective elements of the Office of the Inspector General:

<u>ORGANIZATION TITLES</u>	<u>HEAD</u>
Agricultural Marketing Service Internal Audit Division, Office of the Inspector General	Director
Agricultural Research Service Internal Audit Division, Office of the Inspector General	Director
Agricultural Stabilization and Conservation Investigation Division, Office of the Inspector General	Director
Agricultural Stabilization and Conservation Internal Audit Division, Office of the Inspector General	Director
Foreign Agricultural Service Internal Audit Division, Office of the Inspector General	Director
Federal Crop Insurance Corporation Internal Audit Division, Office of the Inspector General	Director

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Federal Extension Service Internal Audit Division, Office of the Inspector General	Director
Farmers Home Administration Internal Audit Division, Office of the Inspector General	Director
Forest Service Internal Audit Division, Office of the Inspector General	Director
Rural Electrification Administration Internal Audit Division, Office of the Inspector General	Director
Soil Conservation Service Internal Audit Division, Office of the Inspector General	Director

Lester D. Condon

Expiration: June 30, 1963, or automatically upon codification
in the Administrative Regulations

Director

Federal Extension Service Internal Audit
Division, Office of the Inspector General

Director

Internal Audit Administration Internal Audit
Division, Office of the Inspector General

Director

Forest Service Internal Audit Division,
Office of the Inspector General

Director

Natural Resource Conservation Administration Internal
Audit Division, Office of the Inspector General

Director

Wild Conservation Service Internal Audit Division,
Office of the Inspector General

Extension: June 28, 1953, or substantially soon thereafter
in the Administrative Regulations